

Activity Overview:

The ability to access information quickly is essential in today's technological world. With Word's hyperlink feature, users can quickly create text and image links to web site addresses (URLs) directly within documents. Without having to exit from Word, users can simply click on the links and be brought directly to the corresponding website.

In this activity, you will hyperlink a list of the top five universities in Western Canada, ranked according to Mrs. Cousar's preference ☺, to their corresponding websites. You will then link a list of other post-secondary institutions to images of their campuses.

New Skills Reinforced:

In this activity, you will practice how to:

1. **Hyperlink text to web site addresses within a document.**
2. **Hyperlink images to web site addresses within a document.**

Instructions:

1. Create a NEW document in Word.
2. Insert a header: Name University Date
3. Change the line spacing of the document to double space.
4. Starting on the first line of the document, type the text "Mrs. Cousar's Favourite Five Western Canadian Universities." Press ENTER one time.
5. Type the list of universities below. Be sure to press ENTER after each.
Athabasca University
Simon Fraser University
University of Winnipeg
University of Manitoba
University of Northern British Columbia
6. Using the numbering feature, number the list of universities
7. Select the title. Format it as follows: Centre, bold, 14 point font size
8. Hyperlink each university's name to its corresponding web address (provided in Figure 9-1). This means that the name itself will become a link—we should not see the address on your page anywhere.
9. Click on each hyperlink to make sure that it has been entered correctly.
10. Below the list, enter a new title: "More Western Canadian Educational Institutions". Centre this title, make it bold and 14-point. Press ENTER
11. Type the following list.
Douglas College
Trinity Western University
University of the Fraser Valley
Emily Carr Institute
Red River College
12. Create a text box for each of the institutions on the second list. Make the text boxes 5 cm by 5 cm in size. Arrange them so that it is clear which box goes with which institution.

13. In the text box, insert a picture of the institution's campus. You will have to search Google images to find one. (Mrs. Cousar knows what they look like, so be sure you choose the right institution!)
14. Hyperlink the picture to the institution's website. The websites are listed in table 9-1.
15. Click on each image to be sure the hyperlinks work. If not, check that you have entered them correctly.
16. Carefully proofread the document for spelling, grammar and accuracy.
17. Submit the document to Mrs. Cousar by email with the subject line: University ITperX (replace the X with your IT period. **Note:** Mrs. Cousar has an automatic email sorter. If you put extra spaces in the subject line, or do not type the subject correctly, your email will wind up in her trash, and you will get no marks! Follow instructions precisely!)

Figure 9-1

Post-secondary institution	Web Site Address
Athabasca University	www.athabascau.ca
Simon Fraser University	www.sfu.ca
University of Northern British Columbia	www.unbc.ca
University of Manitoba	www.umanitoba.ca
University of Winnipeg	www.uwinnipeg.ca
Emily Carr Institute	www.ecuad.ca
Douglas College	www.douglas.bc.ca
Trinity Western University	www.twu.ca
University of the Fraser Valley	www.ufv.ca
Red River College	www.rrc.mb.ca